

The Ukrainian Historical and Educational Center of New Jersey

Archival Research Application Form

The information you provide will give us an understanding of your background, research experience, goals, and interests in order to help us better serve you.

All information will be treated as confidential, and will not be distributed or sold to outside companies or organizations.

Full Name _____

Your affiliation, organization, or institution

Address _____

City _____ State _____ Zip _____

Job title and/or academic background

Email _____

What is the goal or purpose of your research?

- | | |
|---|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> High school project |
| <input type="checkbox"/> Scholarly article or conference paper | <input type="checkbox"/> Genealogy |
| <input type="checkbox"/> Doctoral dissertation | <input type="checkbox"/> Personal interest |
| <input type="checkbox"/> Master's thesis | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Undergraduate or graduate course paper | |

If you already know which collections you are interested in, please list them:

Please provide a description of your research project, including an overview of its general scope as well as the specifics of how you believe our archival materials could be of assistance. Are there particular individuals whose correspondence you are interested in? Do you have a particular time period or geographic region in mind? Feel free to attach an additional sheet: the more detail you provide, the better we will be able to help you.

I agree that upon my arrival I will present a photo ID and abide by the Center's rules and regulations (attached). Please return completed form to the Ukrainian Historical and Educational Center, 135 Davidson Avenue, Somerset NJ 08873 at least 2 weeks prior to your anticipated arrival.

Signature _____

Date _____

The Ukrainian Historical and Educational Center of New Jersey

Archival Research Rules and Regulations

- Coats, briefcases, bags, purses, parcels, scanners or other reproductive devices, pens, computer cases, folders, notebooks, personal books, papers, and similar items are not permitted in the research area.
- Smoking is prohibited in all Center buildings. Food, drink (including water bottles), tobacco, and chewing gum are prohibited in the research area. A kitchen and lounge area equipped with a refrigerator and microwave is available for researcher use.
- Researchers are forbidden from carrying archival materials outside of the designated research area.
- Researchers are to have only one box on their table at a time, and all folders must remain in the box when not in use. Only one folder may be in use at any time, and it must remain flat on the table.
- Researchers are required to exercise care for the materials being made available to them.
 - Researchers must keep the materials in their existing order within each folder, and maintain the order of folders within a box.
 - Materials are not to be leaned on, written on, bent, folded, traced, fastened with rubber bands or paper clips, or handled in any way that could damage them.
 - The researcher must not attempt to remove or disassemble any existing staples or fasteners.
 - Materials must not be removed from protective sleeves.
 - Researchers may be required to wear gloves or adhere to special handling procedures at the direction of the archivist.
- Only pencils may be used for note taking. Pencils and note paper will be provided by the Center free of charge. Researchers may not bring their own notebooks or note paper to the research area. Laptop computers (removed from their cases) may be used at the discretion of archive staff.
- All of the researcher's belongings are subject to search.
- Access to archive storage areas is forbidden to researchers.
- Researchers are prohibited from photocopying or scanning any materials in the archive. Any desired photocopies or scans will be done by Center staff. Please see the attached fee schedule.
 - Do not remove materials from folders for copying. The archivist will explain the procedure for flagging material to be copied.
 - Photocopying or scanning may take several business days or longer to complete. A more precise time estimate will be provided by archive staff at the time of the request.
 - The archivist may forbid the copying of materials that could be damaged by duplication, and may assess additional fees for items that require special handling or are in unusual formats.
 - The Center reserves the right to restrict the quantity of reproduction. For example, reproduction of entire folders or bound volumes is generally not allowed.
- Researchers may take photographs of archival items with hand-held cameras and smart phones subject to restrictions. See attached details and form.
- US copyright law governs the making of copies or other reproductions of copyrighted material. If a researcher requests or uses a copy (photographic or handwritten) in excess of fair use, that user may be liable for copyright infringement.
 - The nature of historical archival collections can make copyright, literary rights, or information about use restrictions difficult to determine. The archivist may provide guidance about copyright owners and possible restrictions. Such information is provided in good faith and to the best of the Center's knowledge, but it does not constitute legal advice. The researcher (not the Center) is responsible for legal due diligence.
- Photocopies and scans are for private use, scholarship, and research only, and cannot be donated or sold. Images of archival materials cannot be exhibited, broadcast, or published (in print or online) without the specific authorization of the Ukrainian Historical and Educational Center in accordance with its Use Policy.
- Quotations from or references to the contents of materials in the Ukrainian Historical and Educational Center Archives must be properly cited in any publications.
 - The form of the citation will be provided by the archivist, and can also be found in the "Preferred Citation" note within the finding aid of each collection.
 - A complimentary copy of any published work would be greatly appreciated by the Center.
- The Center reserves the right to deny access to anyone who fails to comply with these regulations or who acts disruptively.

135 Davidson Avenue
Somerset, NJ 08873
732-356-0090

archives@UkrHEC.org
<http://www.UkrHEC.org>

The Ukrainian Historical and Educational Center of New Jersey

Archival Service and Fee Schedule

Reproductions

Any reproduction of material in the archival collections of the Ukrainian Historical and Educational Center is at the discretion of the archive staff. Center staff will handle all reproduction work, and may restrict the quantity or types of material that can be reproduced.

PAPER COPIES

\$0.75 per page, with a minimum charge of \$15 for requests of 20 pages or less, plus postage (if applicable).

DIGITAL REPRODUCTIONS

Low resolution JPEG: \$8 per image or page.

Publication-quality high-resolution TIFF: \$25 per image or page.

Delivery by mail on CD or DVD-ROM: \$5.

Electronic delivery: no charge.

Please note that a digital reproduction includes only an image of the item or page, and does not contain any searchable text transcription or optical character recognition. Center staff cannot provide any transcription or OCR services.

Also note that these fees are for reproduction services only, and **do not include permission to publish**. Publication permission may be granted under the Center's Use Policy and may require an additional fee which depends on the type of material, the publication or broadcast medium, and the commercial/non-commercial nature of the request.

Research Services

If you are unable to come to the Center in person, the archive staff may be able to provide limited research services (depending on their schedule and availability) for a fee of \$50 for the first hour and \$20 for each additional half hour. Please contact the archival staff (archives@UkrHEC.org) to discuss your needs and to check availability.

Translation Services

Due to staff time limitations, we unfortunately cannot provide translation services for the many non-English holdings in our collections.

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Digital Photography Policy

Patrons are permitted to take their own digital photographs of archival items (subject to donor restrictions) for their personal and research use with small, handheld cameras, tablet computers, or smartphones (with all sound features disabled). Tripods, scanners, camera flashes, or special lighting are not allowed. All photographs must include within the frame a tag containing the name of the repository and disclaimers (will be provided by the archivist).

Patron photographs may not be exhibited, broadcast, or published (in print or online) without the specific authorization of the Ukrainian Historical and Educational Center in accordance with its Use Policy.

Loose materials being photographed must remain in folders and flat. Photography of bound volumes or large/unusual format objects is at the discretion of the archives staff. Material cannot

be placed on the floor, and standing on furniture is strictly prohibited. Materials should not be removed from Mylar or other protective housings. Any paper clips, staples, and other fasteners that may be present are not to be removed.

No pictures may be taken of the room itself, other patrons, or archives staff.

Patrons must keep complete and accurate citations (collection names, box/folder numbers, item identifiers, and/or page numbers, as appropriate) for all items photographed. Patrons must use provided forms for this purpose, a copy of which will be retained by the archives.

The Center reserves the right to deny requests or revoke this permission for any reason.

Copyright Policy

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduc-

tion for purposes in excess of "fair use," that user may be liable for copyright infringement. The user agrees to defend, indemnify, and hold harmless the Ukrainian Historical and Educational Center and the Ukrainian Orthodox Church of the USA against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of the Center's materials.

Full Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Signature _____

Date _____

